

DAVO — 9/30 sup 83

Wally KF  
Bernie

~~At~~ I am returning  
to you the writing on  
the micrographs reminder  
Allen and Barbara provided  
no written comments, but  
both were pleased to receive  
the feedback.

Let's plan on meeting  
in September to discuss the  
next runnings. I would like  
STAT to get  input  
on what charges we might  
STAT under .

**RECORDING AND TRANSMITTAL SLIP**

Date 30 June 1983

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/OIS	<i>[Signature]</i>	8 July
2. DD/OIS	<i>BGC</i>	7/15
3. EXO	<i>W87</i>	7/15
4.		
5. C/RMD	<i>RC</i>	7/18

Action	File	Note and Return
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**REMARKS**

Attached is a report on the micrographics seminar that was held on 7 June. It summarizes the highlights of the course, discusses student reaction, and proposes solutions to problems encountered with this running. The report was prepared by [redacted] who organized the seminar with assistance from [redacted]

While this latest running went well, we will be taking a hard look at the seminar's content, length, and traditional speakers during September. The review will try to determine what adjustments are needed to make the program more responsive to the needs of the career service and to ensure that no problems will be encountered in identifying students or a suitable classroom for the December running. With a well-planned running in December, we will be in a better position to determine if we want to increase the number of runnings or the length of the program. I will keep you posted.

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
C/RMD	
	Phone No.

6041-102

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## SUMMARY OF MICROGRAPHICS SEMINAR

7 June 1983

The 28th running of the Micrographics Seminar went smoothly and should be considered a success. A small group of eleven students participated in the program; their names are shown in the attached at Tab A. Four students were from DDO, five from OIS, and two from other offices within the DDA. One student cancelled due to a conflict with other training scheduled on the same day.

25X1 The seminar was held in Room 906, Chamber of Commerce Building, a small  
classroom with limited audio-visual facilities. [ ] the  
25X1 course coordinator, and [ ] who served as his assistant, nevertheless  
were able to conduct the seminar in a highly professional manner.

25X1 Six guest speakers participated in the program, as shown in the course  
outline attached at Tab B: [ ] of  
25X1 Photography Branch, P&PD; [ ] of Plans, Programs and Systems Staff,  
25X1 P&PD; [ ] (who replaced [ ] who is listed in the  
25X1 schedule) of Microform Processing Branch, OCR; and [ ] OIS  
Micrographics Officer emeritus. All the speakers did a commendable job, but  
25X1 the students seemed to particularly appreciate [ ] presentation on  
25X1 computer output microfiche and [ ] presentation on ADSTAR.  
25X1 [ ] presentation was also well received because it included slides  
that made the viewers feel they were being given a guided tour of the  
Photography Branch.

UNCLASSIFIED WHEN SEPARATED  
FROM ATTACHMENTS~~CONFIDENTIAL~~

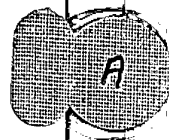
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The student critiques, attached at Tab C, are more complete than usual because the students were informed that OIS needed constructive comments in order to enrich the program. Most of the comments were favorable and showed that the students had gained some useful information from the course. Several students, however, indicated that the speakers did not speak loudly enough. (The lack of a public address system in the classroom, as well as noise from the air conditioner, contributed to this problem). Each speaker has been given a copy of the critiques, which should help in preparing for the next seminar scheduled in December 1983.

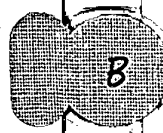
The two main problems experienced in running the seminar were the small class size and the limited classroom facilities. As discussed during a pre-course meeting between the course coordinator and the Director and Deputy Director of Information Services, one reason for the small number of students was a lack of communication between the coordinator and the OIS training officer prior to the course. To avoid this problem with future seminars, the course coordinator has begun working with the training officer to identify MI careerists requiring micrographics training, and to generate more publicity about the course. In addition, OTE will be requested to provide a better classroom well in advance of future runnings, even if this may require some seminar dates to be changed.

To ensure that the scheduled 7 December 1983 seminar runs smoothly, a meeting with all speakers will be held on 16 September 1983 to discuss material to be covered in the presentations and to update graphic aids as required. In addition, a brief test or problem-solving exercise covering key terms and systems will be developed to conclude the course, so there will be more learning through increased student involvement.

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OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR

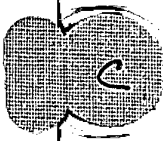
7 JUNE 1983

ROOM 906 CHAMBER OF COMMERCE

0900 - 0910	Security and Administrative Briefing	OTE Personnel
0910 - 0915	Welcome	
0915 - 0950	Slide Presentation - "Micrographia"	
0955 - 1010	Break	
1015 - 1100	Microforms, Film Processing	
1100 - 1130	Development and Implementation of Agency Applications	
1135 - 1200	Quality Control and Preventative Maintenance	
1200 - 1300	Lunch	
1300 - 1400	Introduction to Computer Output Microfilm (COM) - 10 Minute Film Presentation and Agency COM System Capabilities	
1400 - 1415	Break	
1415 - 1515	Agency Microfilm Applications (OCR's ADSTAR)	
1515 - 1545	Micropublishing - Microrepublishing	
1545 - 1600	Questions, Epilogue and Critique	

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## OFFICE OF INFORMATION SERVICES

**CONFIDENTIAL**INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUE

JOB RESPONSIBILITY

Visual Information Spec

COMPONENT

DDA/OC/CTB

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

Yes! Prior to this course I had no understanding of micrographics. I think I now can speak fairly intelligently to our customers and ~~to~~ better fill their needs.

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

I had no comprehension of the massive extent of the Agencies involvement & commitment to the present and future uses of Micrographics.

3. Which topics were most valuable to you?

All of them were very helpful, especially  
"Microforms, film Processing"  
&  
"Intro to Computer Output."

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

All of the speakers had very valuable info to present but were very hard to understand because of very soft voices. Possibly a P.A. System?

RSB/MIC 2/83

Name

Signature

Please continue your answers on the back of this sheet if additional space is needed and use corresponding numbers to identify.

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Sad to say for the layman, but some of the most technically orientated people do not make presentations good enough

OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUE

JOB RESPONSIBILITY Info Control COMPONENT DCI/NIESO

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

Yes - I feel that my office being a new program - should take a look at micrographics because of the very large volume of paper that is being produced rapidly.

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

Yes - extremely - I WAS NOT AWARE OF THE many variations and techniques used in micrographics.

3. Which topics were most valuable to you?

Introduction to COM  
Quality Control and Preventative Maintenance

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

Maybe have some samples of microfiche and a reader machine to show students new to this exactly what can be done. They could let them work with or create some.

RSB/MIC 2/83

Name

Signature

Please continue your answers on the back of this sheet if additional space is needed and use corresponding numbers to identify.

OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUE

JOB RESPONSIBILITY Document Retrieval COMPONENT DDO/IMS  
officer

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

The seminar gave me a vivid impression of the vastness of micrographics in general and inspired my respect, if not my understanding, of the amazing capability of its technology.

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

It suggested inter-relationships and thereby allowed a view of the working parts in a productive configuration.

3. Which topics were most valuable to you?

One learns by using and doing. I have hardly any experience in micrographics. But after this seminar, I feel better attuned to, less put-off by its systems and language.

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

Perhaps an actual case of document in-pert and retrieval would result in a true learning situation. Moreover, though the amount of information seemed overwhelmingly abundant, I think I absorbed a lot.

RSB/MIC 2/83

Name

Signature

Please continue your answers on the back of this sheet if additional space is needed and use corresponding numbers to identify.

7 June 1983

OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUE

JOB RESPONSIBILITY

*Secretary*

COMPONENT

*IMSI**FPLG/PS*

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

*The course did provide information.*

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

*I now know how micrographics is being used within the Agency.*

3. Which topics were most valuable to you?

*Most all of them, but I had gained a lot of knowledge about microfiche & micrographics from a course I took at a local college this past year at my own expense and time.*

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

*I feel it would be much better if you were using micrographics in your job.*

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RSB/MIC 2/83

Name

Signature

Please continue your answers on the back of this sheet if additional space is needed and use corresponding numbers to identify.

OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUE

JOB RESPONSIBILITY

*Deputy Chief of Records Support Unit* COMPONENT *DDO/IMS/FPLG*

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

*Yes, the seminar effectively covered the objectives. It also gave me some ideas about micrographics applications in my office.*

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

*I was not aware of the techniques and applications of micrographics in the Agency. The seminar gave me an overall view of micrographic activities.*

3. Which topics were most valuable to you?

*The topics most valuable to me were those explaining procedures for getting material microfilmed, and information about P&PD services.*

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

*Most of the information was new to me and some of it was too technical to understand the first time. However, I think the seminar was worthwhile and I learned a lot from it.*

STAT

RSB/MIC 2/83

Name

Signature

Please continue your answers on the back of this sheet if additional space is needed and use corresponding numbers to identify.

JOB RESPONSIBILITY Supervisor COM Center COMPONENT PPD/Photography

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

The objectives were met quite well. I attended the seminar to get a feel of the users questions and needs. This feedback will allow me to provide a better service to our clients as well as promoting the micrographic product line.

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

yes

3. Which topics were most valuable to you?

The overview of Microforms and the session on Adstar.

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

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STAT

RSB/MIC 2/83

Name

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OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUE

JOB RESPONSIBILITY Record Support Unit - <sup>create, updated, maintain files</sup> COMPONENT DDO/IMS

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

Yes, this seminar did meet these objectives. It covered the many different aspects of micro graphics. This seminar considered all points from ~~uses~~ to Past uses to present uses to future uses. Also, the information on how documents are prepared and filmed give one a greater respect for the artists and art of micrographics.

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

This seminar broadened my knowledge of Agency micrographic activities. I was never really aware of all the different uses <sup>delicate</sup> of equipment and machinery used in ~~creating~~ creating microfiche, aperture cards, etc.

3. Which topics were most valuable to you?

The topics most valuable to me were ~~the~~ the graphic capabilities (COM) and the idea of reducing great ~~amounts~~ <sup>amounts</sup> of paper to a small stack of microfiche.

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

The only modification I have to offer would be for the speakers to talk a little louder.

STAT

RSB/MIC 2/83

Name

Signature

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OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUEJOB RESPONSIBILITY Ch. micrographics Unit COMPONENT OF/RAB

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

*Yes, the seminar has met the above objectives.*

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

*This seminar has given me a basic overview of the Computer Output microfilm (com) system.*

3. Which topics were most valuable to you?

*The topics that were most valuable to me was*

*1. Quality Control*

*2. Development & Implementation of Agency Applications*

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

*I feel that there should be a session on the pro's & con's of microfilm, microfiche or even "Com". This way a person would have an even greater idea of what would really work well for their office*

RSB/MIC 2/83

Name

Signature

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OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUEJOB RESPONSIBILITY Info. Control CheckCOMPONENT DDST

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

*I believe it did meet these objectives and was both interesting and informative.*

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

*I now know what services are available and how to obtain these services as well as what to look for in the future.*

3. Which topics were most valuable to you?

*COM. Agency applications, capabilities, etc.*

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

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RSB/MIC 2/83

Name

Signature

*6/7/83*

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OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUE

JOB RESPONSIBILITY \_\_\_\_\_

COMPONENT \_\_\_\_\_

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

*Overall this course was very informative and ~~of~~ interesting*

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

*I've become more aware of how widely micrographics is used within the Agency. I also have a better understanding of micrographics.*

3. Which topics were most valuable to you?

*Microforms, Film Processing and Quality Control and Preventative Maintenance. The presentations were very good and very informative.*

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

*I feel that a tour through P&P ~~is~~ would make this seminar a more meaningful learning experience.*

STAT

RSB/MIC 2/83

Name

Signature \_\_\_\_\_

Please continue your answers on the back of this sheet if additional space is needed and use corresponding numbers to identify.

OFFICE OF INFORMATION SERVICES  
INTRODUCTION TO MICROGRAPHICS SEMINAR  
COURSE CRITIQUEJOB RESPONSIBILITY Microphotographer COMPONENT OF

1. The objectives of this seminar were to provide an understanding and overview of micrographics technology; to examine the elements of micrographics technology, its tools, equipment, processes and techniques; to review representative Agency applications; and to provide information to enable you to identify and recommend micrographics applications in your area. Did this seminar meet these objectives? Please explain.

*I believe this seminar did meet most of your objectives. Your speakers were interesting and informative.*

2. How has this seminar contributed to your knowledge of Agency Micrographics Activities?

*This seminar has made me aware of what is available within the Agency and how it could be very useful within my present office in processing, maintaining and retrieving volumes of documents.*

3. Which topics were most valuable to you?

- 1. Agency Microfilm Application*
- 2. Microforms, Film processing*
- 3. Quality Control and Preventative Maintenance*
- 4. Micrographics*

4. Please comment on any modifications which you feel would make this seminar a more meaningful learning experience. Your ideas could be our most valuable commodity.

STAT

RSB/MIC 2/83

Name

Signature

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